

Civics Test Recording in Infinite Campus

Follow the directions below to enter student results of the Civics Test in Infinite Campus manually by individual student and through batch loading. Results are recorded solely for students who have successfully met the Civics Test requirement of scoring a 60% or higher or students identified on the alternate diploma track.

Manual Entry:

For a general overview of this process that is not specific to the Civics Test, Campus Community has [documentation](#) and a [brief video](#) for this process.

In order to manually enter the Civics Test, follow the directions below:

- Access the “Assessment Tab” in Infinite Campus under Student Information>General.
- Click on “New” and select “Civics Test” from the drop list.

The screenshot displays the Infinite Campus interface. At the top, there are tabs for 'Pre-School', 'Title 1 Services', 'Early Learning/Prior Settings', 'ESS', and 'Attendance Group'. Below these are sub-tabs: 'Summary', 'Enrollments', 'Flags', 'KECSAC', 'Assessment' (which is selected), 'Behavior', and 'Transportation'. Under the 'Assessment' tab, there are 'New' and 'Print' buttons. The main area is titled 'Test Scores' and is currently empty. Below this, a 'New Test' dropdown menu is open, showing a list of tests. The first two items are '10-11 EXPLORE (KDE-EXP-10-11)' and '10-11 PLAN (KDE-PLAN-10-11)'. The 'Civics Test (Civic)' is highlighted in the list. Other tests include ACT (KDE), ACT (KY_Official_Jr), ACT (KDE_Reported_NATL), ACT with NORM (KDE), ACT-M (KY_State-allowed_Jr), Advanced Placement (AP), Advanced Placement (Test), ALT ACCESS (KDE-ACCESS-T), ASVAB (CR-A), College/Career Readiness (CCR), College/Career Readiness Alt (CCRA), Compass English (C-Writing Skills), Compass Math (C-Math), Compass Reading (C-Reading), CTE Preparatory (CTE-P), EOC Algebra II (EOCA), EOC Biology (EOCB), EOC English II (EOCE), EOC US History (EOCH), EXPLORE (KDE-EXP), Industry Certification (CR-I), K-Prep Grade 10 (KPREP10), K-Prep Grade 10 Alt (KPREP10A), K-Prep Grade 11 (KPREP11), K-Prep Grade 11 Alt (KPREP11A), and K-Prep Grade 12 Alt (KPREP12A).

- Enter the date the student passed the Civics Test.
- Disregard the drop down menu for “Proficiency Level” and leave it blank.
- Under “Result” select “Yes: Met Requirements.”
- Select the green “Save” button toward the top of the screen to save the record.

Fees	Lockers	Graduation	Athletics	AdHoc Letters	Waiver	Records Transfer	Gifted & Talented	FRYSC	Pre-School	Title 1 Services
Early Learning/Prior Settings	ESS	Attendance Group	TEDS	Report Comments	Restraint and Seclusion	Contact Log	Intervention/Vendors			
Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summary	Assessment	Behavior	Transportation

New
 Save
 Delete
 Print

Test Scores

EOC Biology (EOCB) 05/15/2015

Test Score Detail

Civics Test

Date
08/24/2017

Proficiency Level
▼

Result
Yes: Met Requirements ▼

Comments

- Note:
- This method allows the district or school to pull data only on students who have **passed** the Civics Test.
 - For a student on track for an alternate diploma, the user would enter “Yes: Met Requirements” when manually entering the data.

This is how the test will look once it has been saved.

AdHoc Letters	Waiver	Records Transfer	Gifted & Talented	FRYSC	Pre-School	Title 1 Services	Early Learning/Prior Settings		
Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summary	Assessment	Behavior

New
 Print

Test Scores

Civics Test (Civic) 08/24/2017

EOC Biology (EOCB) 05/15/2015

Batch Importing Assessments:

Scores can also be entered using the Score Import Wizard in the Assessment module. For a general overview of this process that is not specific to the Civics Test, the following resources are available for this method of entering scores:

- Mapping data file fields to existing test structure [documentation](#) and [video](#)
- Import assessment score data [documentation](#) and [video](#)

Batch Import Report Requirements

When batch loading data into Infinite Campus, the report must contain the following information in order to meet the minimum requirements needed to upload batch assessments to Infinite Campus:

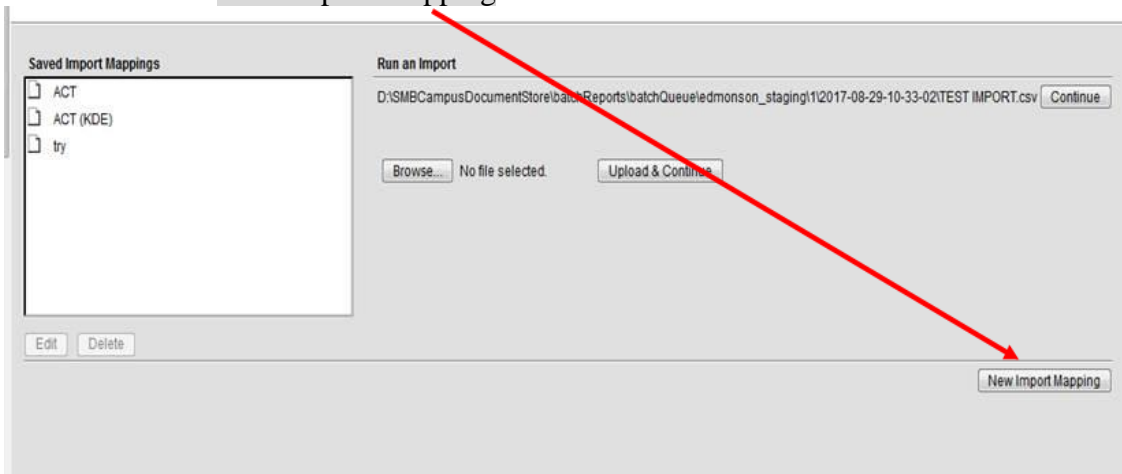
- Student Last Name
- State student ID- 10 digit number
- Test Date
 - dd/mm/yyyy
- District Number
- School ID Number
- Test Results:
 - Report must state “Yes” to indicate passage of the Civics Test.
 - The report should only contain the information for those students who have passed the test.

Note: When batch importing data from different implementation platforms such as iDriveDigital.com, the downloadable report (i.e. “Report Export”) obtained from the site may need to be edited to include some of the required information prior to executing the batch import process.

Batch Import in Infinite Campus

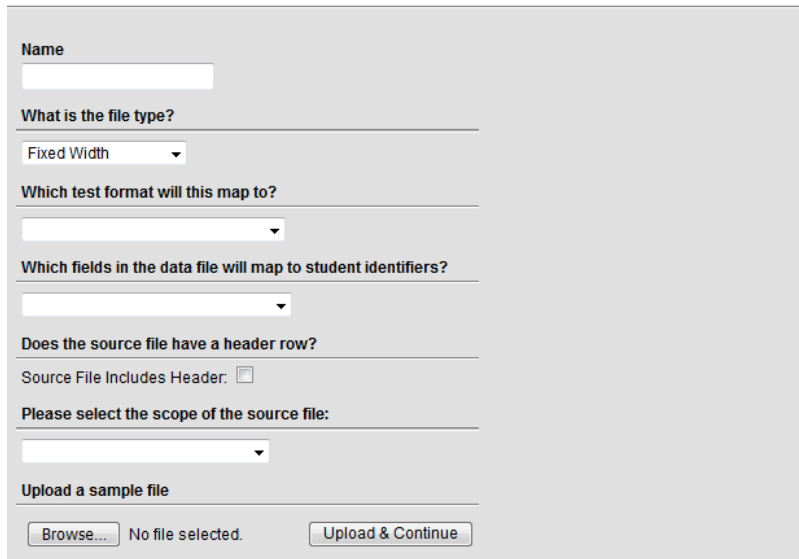
To create a saved import mapping that will be used to load scores:

1. Click on **New Import Mapping**



2. Fill out the Test Import as directed below

Give the import a unique name, and upload a sample score file to help define the column import mapping.

A screenshot of a web form for importing test data. The form is titled "Test Import" and contains several sections. The first section is "Name" with a text input field. The second section is "What is the file type?" with a dropdown menu showing "Fixed Width". The third section is "Which test format will this map to?" with a dropdown menu. The fourth section is "Which fields in the data file will map to student identifiers?" with a dropdown menu. The fifth section is "Does the source file have a header row?" with a checkbox labeled "Source File Includes Header:". The sixth section is "Please select the scope of the source file:" with a dropdown menu. The final section is "Upload a sample file" with a "Browse..." button, a "No file selected." status, and an "Upload & Continue" button.

Name

What is the file type?

Fixed Width

Which test format will this map to?

Which fields in the data file will map to student identifiers?

Does the source file have a header row?

Source File Includes Header: ☐

Please select the scope of the source file:

Upload a sample file

Browse... No file selected. Upload & Continue

Fill out the above box as noted below.

1. Name – We suggest: **Civics Test**
2. What is the File Type? – Choose: **TAB Delimited or Comma Delimited**
3. Which test format will this Map to?: **Civics Test (Civic)**
4. Which field in the data file will map to student identifiers? Choose – **State ID**
5. Check box to include a header row in your file
6. Please select the scope of the source file:
 - a. Choose: **One District, One School** – if there is only one High School in the District
 - b. Choose: **One District, Multiple Schools** – if there are multiple High Schools in the District

Score Import Wizard

Give the import a unique name, and upload a sample score file to help define the column import mapping.

Name
Civics Test

What is the file type?
Comma Delimited

Which test format will this map to?
Civics Test (Civic)

Which fields in the data file will map to student identifiers?
State ID

Does the source file have a header row?
Source File Includes Header: ☒

Please select the scope of the source file:
One District, Multiple Schools

[Upload a sample file](#)

No file selected.

Choose **Browse** and upload your file. (This is the file that contains your student test results)

Now the work begins to build a structure that will contain the data to import into Infinite Campus

Choose **New** – to add fields that will be imported

Score Import Wizard

Define Columns that contain meaningful data. Meaningful data are items that are used to match a record to a student such as lastName, studentNumber, birthdate, or items that will be imported into the TestScore table such as the score, percentile, strand scores, result codes, etc. All other columns can be ignored. The top right frame contains a representation of the raw data file. The lower left frame contains the meaningful data that you have selected using the column selection criteria on the right. Use Batch Test or Batch Import for files with more than 3000 records.

Name Civics Test
Sample File D:\SMBCampusDocumentStore\batchReports\batchQueue\edmonson_staging\112017-08-29-11-41-30\TEST IMPORT.csv
Format Comma Separated Values
Column Count 12
Row Count 14

☐ New

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?
☒ Replace existing record and remove data not specified in the import
☐ Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode: ☒ Test ☐ Import
Output Format: ☒ HTML ☐ Comma Separated Values (CSV) - Test Only

Raw Data File Sample:

1	2	3	4
firstname	lastname	email	acc
C	edmonson	edmonson@kyschools.us	1
C	edmonson	edmonson@kyschools.us	2
B	edmonson	edmonson@kyschools.us	3
M	edmonson	edmonson@kyschools.us	4
P	edmonson	edmonson@kyschools.us	5
N	edmonson	edmonson@kyschools.us	6

Selected Data:
No columns defined

This box will appear

Name: Sample File
Civics Test D:\SMB\Campus\DocumentStore\batchReports\batchQueue\edmonson_staging\1\2017-08-29-11-41-30\TEST IMPORT.csv

Save X Delete New

Name
Seq in data file
Map to data field
Action performed on this field
Strip leading zeros Number Format
No decimal or use as is

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?
☒ Replace existing record and remove data not specified in the import
☐ Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode: ☒ Test ☐ Import
Output Format ☒ HTML ☐ Comma Separated Values (CSV) - Test Only

Test Batch Test
Finished

The fields that are required to import into Infinite Campus are

SSID, Date, Last Name, Test Result (YES), School ID

1. Add the appropriate Name in the Name box
2. Note the sequence of the field in the raw data file and enter it here

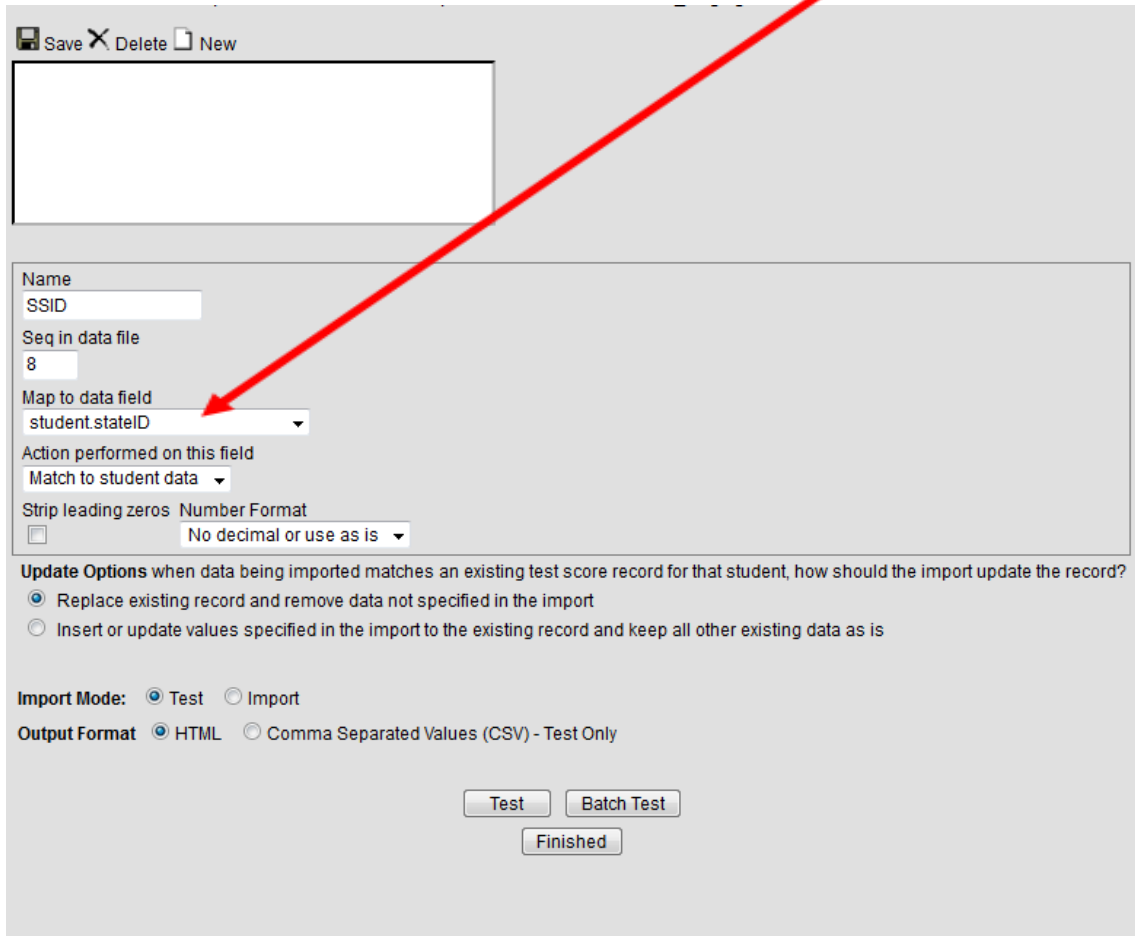
Raw Data File Sample:

7	8	9	10	11	12
award_date	SSID	Test Date	Test Results	Dist	schl
5/10/2016	1057001507	05/10/2017	Yes	154	000

3. Map to the appropriate data field
4. Choose the date format (For the date field only)
5. Choose the action to perform on this field
6. Click **Save**

Repeat for each of the above field names. Note the specific data field where each field name is mapped to.

Adding SSID



Save X Delete New

SSID

Seq in data file
8

Map to data field
student.stateID

Action performed on this field
Match to student data

Strip leading zeros Number Format
☐ No decimal or use as is

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?

☒ Replace existing record and remove data not specified in the import

☐ Insert or update values specified in the import to the existing record and keep all other existing data as is

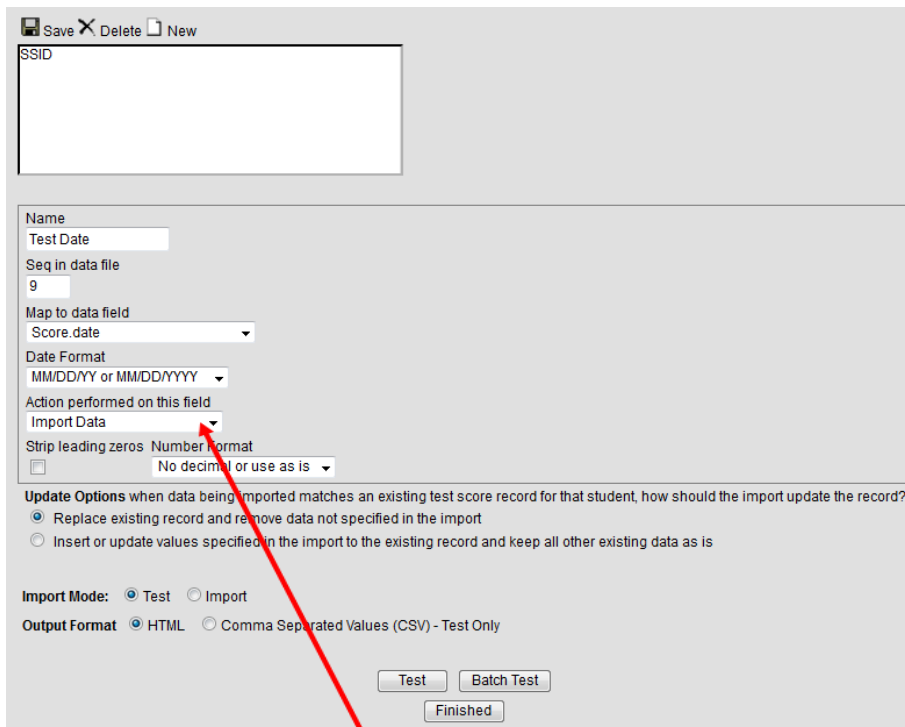
Import Mode: ☒ Test ☐ Import

Output Format ☒ HTML ☐ Comma Separated Values (CSV) - Test Only

Test Batch Test

Finished

Adding test Date



Save X Delete New

SSID

Name
Test Date

Seq in data file
9

Map to data field
Score.date

Date Format
MM/DD/YY or MM/DD/YYYY

Action performed on this field
Import Data

Strip leading zeros Number Format
☐ No decimal or use as is

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?

☒ Replace existing record and remove data not specified in the import

☐ Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode: ☒ Test ☐ Import

Output Format ☒ HTML ☐ Comma Separated Values (CSV) - Test Only

Test Batch Test

Finished

If your date fields are not in the proper format you will receive this message (Note: there are multiple date format options available when you click on the drop down arrow)

Raw Data File Sample:

7	8	9	10	11	12
award_date	SSID	Test Date	Test Results	Dist	schl
5/12/2016	[REDACTED]	08/24/2017	Yes	151	060
9/29/2016	[REDACTED]	08/28/2017	Yes	151	060
5/10/2016	[REDACTED]	8/15/2017		151	060
5/13/2016	[REDACTED]	8/8/2017	Met Requirements	151	060
10/23/2016	[REDACTED]	08/15/2017		151	060
7/7/2016	[REDACTED]	08/15/2017	Met Requirements	151	060

Selected Data:

SSID	Test Date	Last Name	Test Results
[REDACTED]	<invalid date format>	[REDACTED]	Yes
[REDACTED]	<invalid date format>	[REDACTED]	Yes
[REDACTED]	<invalid date format>	[REDACTED]	
[REDACTED]	<invalid date format>	[REDACTED]	Met Requirements
[REDACTED]	<invalid date format>	[REDACTED]	
[REDACTED]	<invalid date format>	[REDACTED]	Met Requirements
[REDACTED]	<invalid date format>	[REDACTED]	

Adding Last Name

Save X Delete New

SSID
Test Date

Name
Last Name
Seq in data file
2
Map to data field
student.lastName
Action performed on this field
Match to student data
Strip leading zeros Number Format
☐ No decimal or use as is

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?




☒ Replace existing record and remove data not specified in the import
☐ Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode: ☒ Test ☐ Import

Output Format ☒ HTML ☐ Comma Separated Values (CSV) - Test Only

Test Batch Test
Finished

Adding Test Results

 Save  Delete  New

Last Name
SSID
Test Date

Name
Test Results

Seq in data file
10

Map to data field
Score.result

Action performed on this field
Import Data

Strip leading zeros ☐ Number Format
No decimal or use as is

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?
☒ Replace existing record and remove data not specified in the import
☐ Insert or update values specified in the import to the existing record and keep all other existing data as is




Import Mode: ☒ Test ☐ Import

Output Format ☒ HTML ☐ Comma Separated Values (CSV) - Test Only

TestBatch Test

Finished

Adding School

 Save  Delete  New

Last Name
SSID
Test Date
Test Results

Name
School

Seq in data file
12

Map to data field
Score.schoolID

Action performed on this field
Import Data

Strip leading zeros ☐ Number Format
No decimal or use as is

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?
☒ Replace existing record and remove data not specified in the import
☐ Insert or update values specified in the import to the existing record and keep all other existing data as is

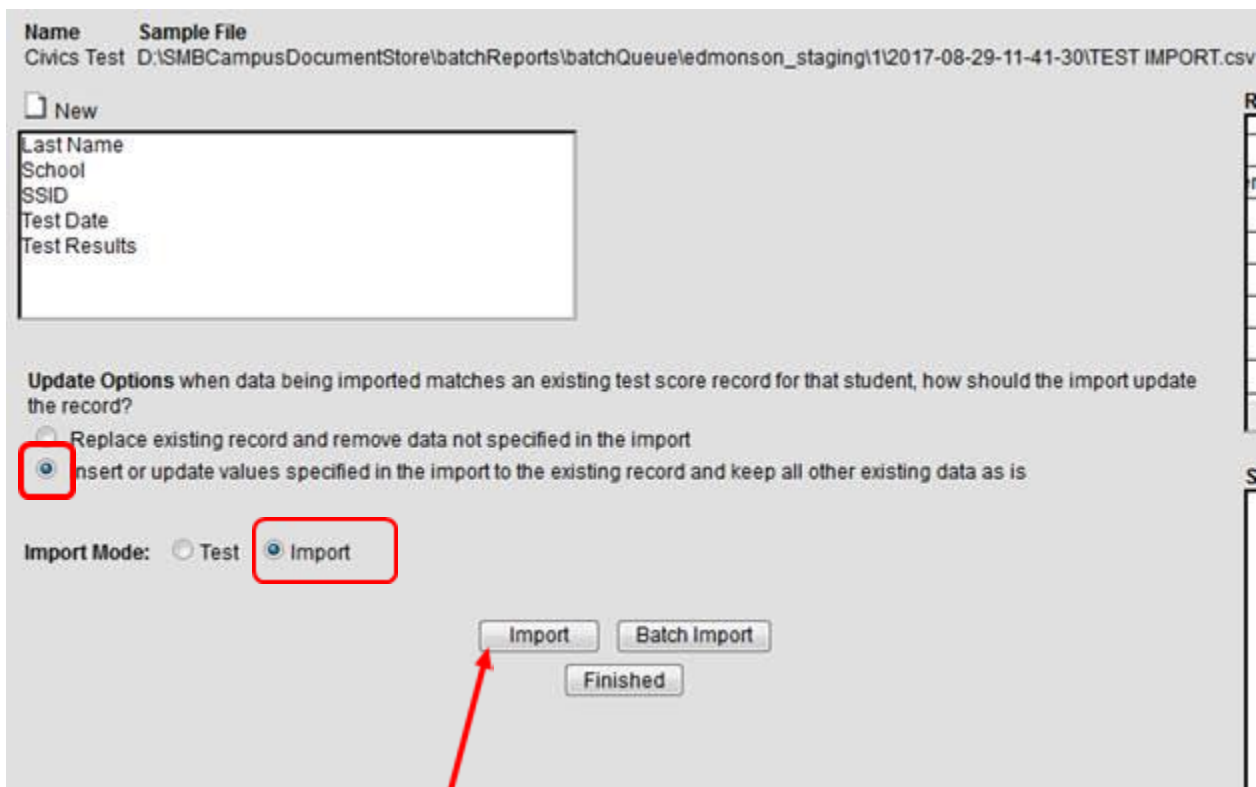
Import Mode: ☒ Test ☐ Import

Output Format ☒ HTML ☐ Comma Separated Values (CSV) - Test Only

TestBatch Test

Finished

To import the file you have created:



The screenshot shows a web-based interface for importing test data. At the top, there are two tabs: 'Name' and 'Sample File'. Below 'Name' is the text 'Civics Test'. Below 'Sample File' is a file path: 'D:\SMB\CampusDocumentStore\batchReports\batchQueue\edmonson_staging\1\2017-08-29-11-41-30\TEST IMPORT.csv'. Below this is a 'New' button and a list of fields: 'Last Name', 'School', 'SSID', 'Test Date', and 'Test Results'. Underneath the list is a section titled 'Update Options when data being imported matches an existing test score record for that student, how should the import update the record?'. There are two radio buttons: the first is 'Replace existing record and remove data not specified in the import' and the second is 'Insert or update values specified in the import to the existing record and keep all other existing data as is'. The second radio button is selected and circled in red. Below this is the 'Import Mode:' section with two radio buttons: 'Test' and 'Import'. The 'Import' radio button is selected and circled in red. At the bottom right, there are three buttons: 'Import', 'Batch Import', and 'Finished'. A red arrow points from the 'Import' button to the third step in the list below.

Name Sample File
Civics Test D:\SMB\CampusDocumentStore\batchReports\batchQueue\edmonson_staging\1\2017-08-29-11-41-30\TEST IMPORT.csv

New

Last Name
School
SSID
Test Date
Test Results

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?

☐ Replace existing record and remove data not specified in the import

☒ Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode: ☐ Test ☒ Import

Import Batch Import
Finished

1. Select Insert or update values specified ...
2. **Import Mode:** select Import
3. Then click on the **Import** button

Note:

- This method allows the district or school to pull data only on students who have **passed** the Civics Test.
- For a student on track for an alternate diploma, the user would batch upload a document that contains this information. The uploaded report is required to include SSID, Date, Last Name, Test Result (YES) and School ID.